

This card is for subscribers with display telephones that use the CallPilot interface.

You must initialize your mailbox to receive and store messages.

1. Press     on your display telephone.
2. Enter your mailbox number, enter     (the default password) and press OK or .
3. Choose a password from four to eight digits long that does not start with zero. Enter your new mailbox password and press OK or .
4. Enter your new mailbox password again and press OK or .
5. At the tone, record your name in the Company Directory.
6. Press  to end the recording. Press  to accept the recording.
7. Press  to end the session.

**Note:** If you do not record a personal greetings, your Company Directory name plays to callers who reach your mailbox.

There are three types of Personal mailbox greetings: Primary, Alternate and Personalized.

Is your everyday mailbox greeting. In this greeting include your name, mailbox number and a brief message explaining to callers that you are unable to answer their calls.

Is a special greeting for times when you are away from the office or on vacation.

Up to three Personalized mailbox greetings are available when your company subscribes to Caller ID (CLID) services from your local telephone company.

A Personalized mailbox greeting plays to callers based on the caller's telephone number. CallPilot recognizes the assigned incoming telephone number and plays the Personalized mailbox greeting.

Use the *Mailbox commands* illustration as a guide when you record your greetings.

- Use your handset, not the Handsfree feature.
- Speak clearly and at a pace that is easy to understand.

After you record Primary and Alternate greetings, you must select a greeting to play. If you do not select a greeting, the Primary greeting plays automatically.

If you choose the Alternate mailbox greeting, you are asked whether the mailbox accepts messages. If you choose Y (yes) your mailbox receives messages in the normal way.

If you choose N (no):

- Messages cannot be left in your mailbox.
- The Alternate mailbox greeting takes precedence over all other greetings.

Personalized greetings can be played for up to three specific external telephone numbers instead of the Primary or Alternate greetings.

Use the *Mailbox commands* illustration as a guide when you choose a greeting.

Change your mailbox password every 30 days. Your mailbox password keeps your voice messages private and confidential. Choose an uncommon password (not 1111 or 1234) that is from four to eight digits long and does not start with zero.

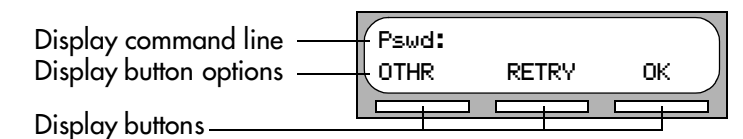
Use the *Mailbox commands* illustration as a guide when you change your password.

CallPilot voice prompts tell you which dialpad button to press for CallPilot options.

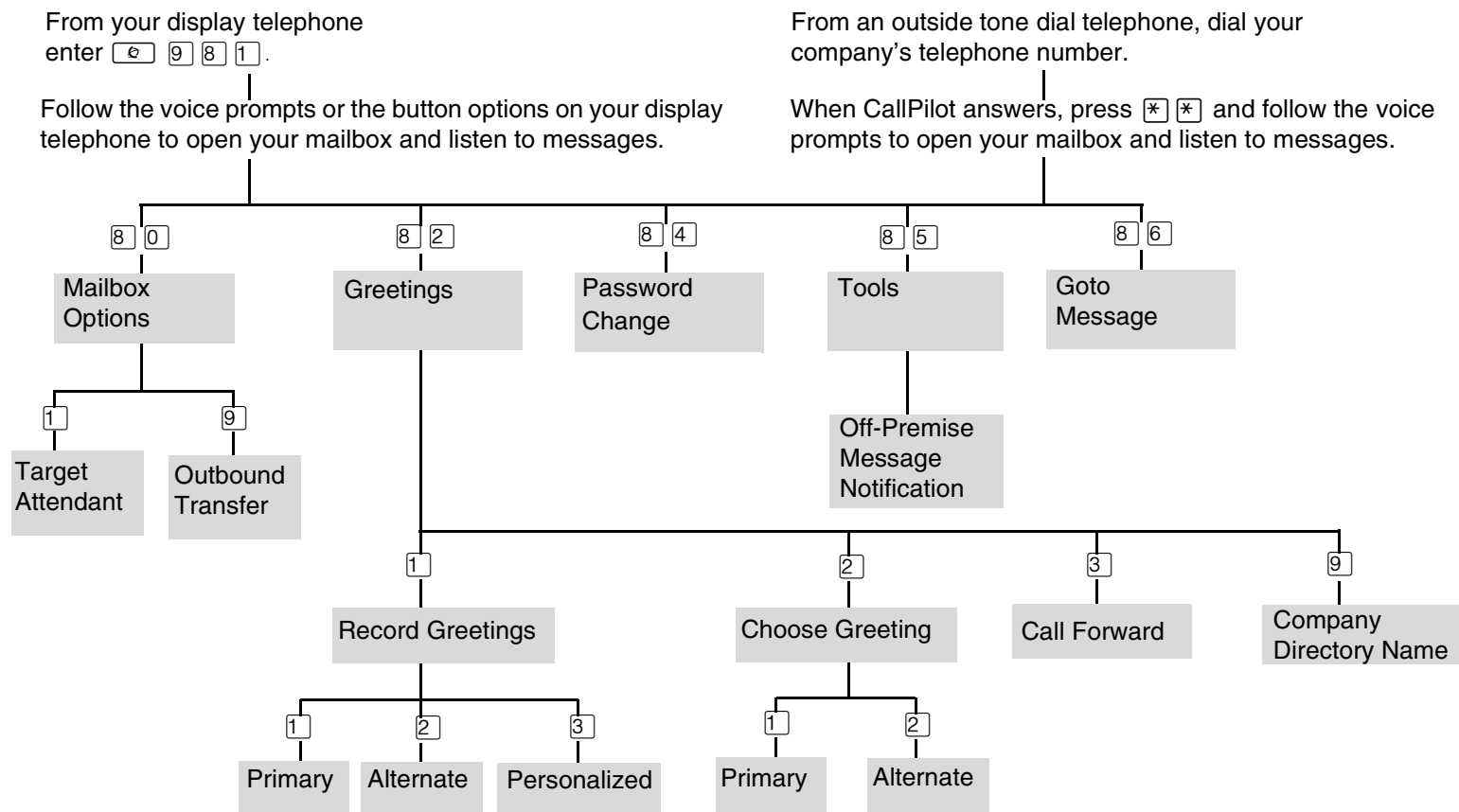
- Voice prompt plays immediately.
- Use the dialpad only to enter a command.
- If you know the corresponding dialpad number for the option you want, you can press it any time during the voice prompt.
- If you do not choose an option after five seconds, the voice prompt replays the options.
- If you do not choose an option, the CallPilot session ends.



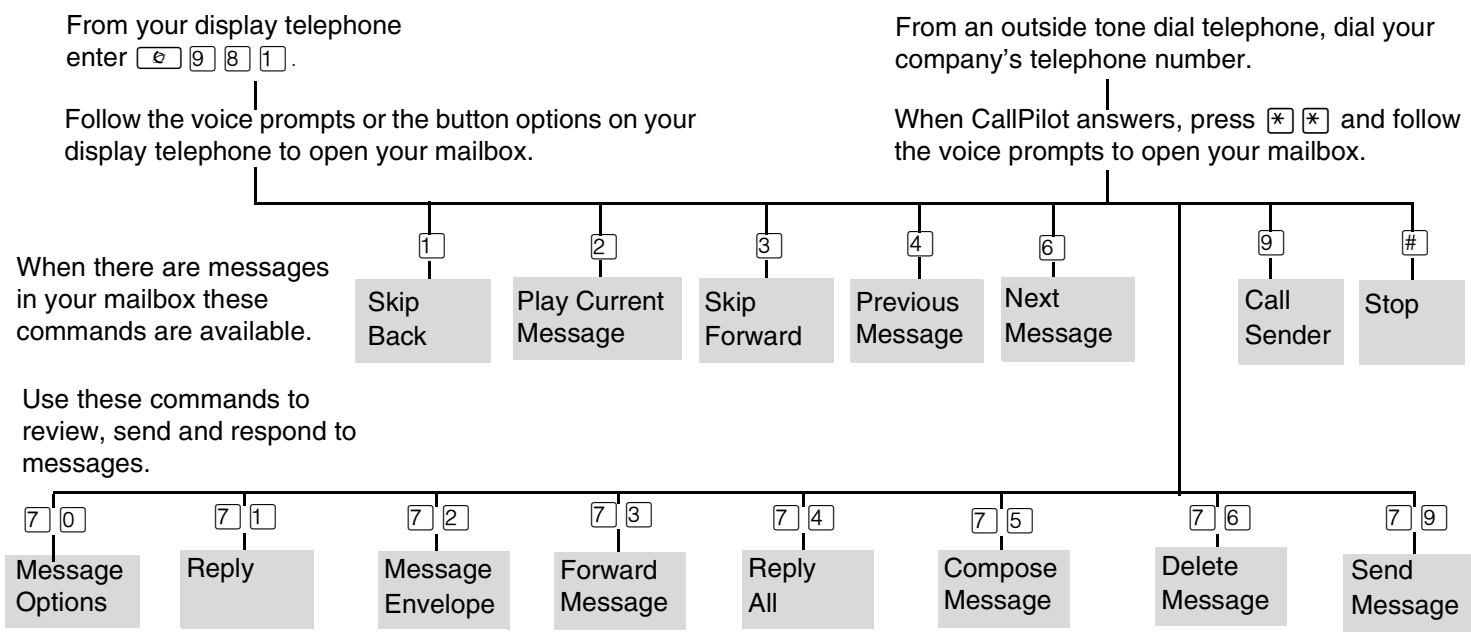
- Use the display button or the dialpad to enter a command.
- The voice prompt plays after a five second delay.
- When there are more than three options, or you do not know what the options are, wait for the voice prompt to state the options.



Make sure you are familiar with how to operate display telephones. Refer to your Telephone User Card.



Play messages



**Retrieving a deleted message**  
You can retrieve a deleted message if you are still in a CallPilot session. A deleted message remains in your mailbox until you end your current CallPilot session. Return to your deleted message and press 7 6 to restore the message.

Send messages

